New Haven
YMCA
Junior College

1939-1940

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NEW HAVEN
Y. M. C. A.
JUNIOR COLLEGE

Accredited by the Connecticut State Department of Education,
Member of American Association of Junior Colleges.

1939-1940
20th Year

Evening Sessions
Co-Educational

Administrative Offices
52 Howe Street
New Haven, Connecticut

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THE CALENDAR FOR 1939-1940

FIRST SEMESTER

September	1-23	Friday to Saturday	Registration period
September	27	Wednesday	College year opens
September	29	Friday	Classes begin
November	20	Monday	Mid-term examinations begin
November	24	Friday	Mid-term examinations end
November	30	Thursday	Thanksgiving Day—holiday
December	1	Friday	Thursday classes meet on Friday — Friday classes omitted
December	23	Saturday	Christmas recess begins
January	2	Tuesday	Classes resume
January	29	Monday	Last class session—first semester
January	30	Tuesday	Mid-year examinations begin
February	5	Monday	Mid-year examinations end

SECOND SEMESTER

February	7	Wednesday	Second semester begins
February	22	Thursday	Washington's Birthday—holiday
March	22	Friday	Good Friday—holiday
April	1	Monday	Mid-term examinations begin
April	5	Friday	Mid-term examinations end
May	29	Wednesday	Thursday classes meet on Wednesday—Wednesday classes omitted
May	30	Thursday	Memorial Day—holiday
May	31	Friday	Last class session—second semester
June	3	Monday	Final examinations begin
June	7	Friday	Final examinations end
June	20	Thursday	Commencement

ADMINISTRATIVE OFFICES

Y. M. C. A., 52 Howe Street	Telephone 8-3161
Winchester Hall, 15 Prospect Street	Telephone 7-3131 Ext. 532

DAY OFFICE HOURS

Y. M. C. A., 9 a. m. to 5 p. m.	Saturday, 9 a. m. to 12 noon

EVENING OFFICE HOURS

Y. M. C. A. (September 1 to 22)	7 to 9 p. m.
Winchester Hall (September 28 to June 7)	7 to 9 p. m.

BOARD OF GOVERNORS

FLOYD I. NEWTON, *Chairman*	Secretary and Assistant Treasurer, G & O Manufacturing Company
ALLERTON F. BROOKS	Vice-President General Manager, The Southern New England Telephone Company
WALLACE DELANEY	Factory Manager, Seamless Rubber Company
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STUART W. FINLAY	Day, Stoddard and Williams, Incorporated
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NORMAN E. HARRIS	Division Production Manager, Seamless Rubber Company
HENRY P. HASS	Assistant Superintendent, Mechanical Department, New York, New Haven & Hartford Railroad Company
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CLYDE M. HILL	Chairman, Department of Education, Yale University
ELLIS C. MAXCY	Supervisor of Education, The Southern New England Telephone Company
JOHN R. MCCURDY	General Secretary, Young Men's Christian Association
JOHN M. RAMSDELL	Office Manager, Plan for Hospital Care

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WILLIAM G. CLEAVER, *Treasurer*

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WARREN G. PERKINS
GEORGE H. REAMA
KENDALL A. REDFIELD
THOMAS F. RICHARDSON
CLARENCE P. SHEDD
CARLETON G. SMITH
HAROLD R. STERRETT

OFFICERS OF ADMINISTRATION

LAWRENCE L. BETHEL, *Director*
B. S., Central Missouri State Teachers College
M. A., Columbia University

J. WENDELL YEO, *Associate Director*
B. B. A., Ed. M., Boston University

JULIA M. STOCKOVER, *Registrar*
B. A., Mount Holyoke College

KATHARINE BLENIS, *Secretary to the College*
A. B., New York State College
B. S., Simmons College

HARRIET L. WESTERMAN, *Clerical Assistant*
Larson Junior College

MARGARET R. BROWN, *Clerical Assistant*

FACULTY

FORREST J. AGEE, *English*
A. B., Howard Payne College
M. Ed., Texas University
Yale University

FRED J. BECK, JR., *Electricity*
E. E., Polytechnic Institute of Brooklyn
Ph. D., Yale University
Assistant Professor of Electrical Engineering, Yale University

C. E. BOOTH, *Engineering Problems*
Ph. B., Yale University
Assistant to Superintendent of Heating and Lighting, Yale University

PRENTICE T. CHASE, *Law*
Ph. B., L. L. B., Yale University
Attorney, Clark, Hall & Peck

GEORGE W. COLTON, *Technical Advisor, Engineering Department*
Mechanics, Strength of Materials, Senior Problems
Ph. B., Yale University
B. S. in M. E., Lafayette College
Chief Engineer, American Machine and Foundry Company

JOHN L. DALEY, *Electricity, Senior Problems*
B. S., M. S. in E. E., Ph. D., Yale University
Instructor in Electrical Engineering, Yale University

FRED J. DAWLESS, *Sales and Advertising, Marketing*
Manager, New Haven Branch, Crucible Steel Company of America

DWIGHT C. ECKERMAN, *English, Public Speaking*
B. A., Monmouth College
M. A., Yale University
Instructor in English, Arnold College

JAMES F. FAHY, *Law*
B. A., Holy Cross
L. L. B., Yale University
Attorney at Law

FREDERICK F. FISCHER, *Accounting*
B. C. A., Northeastern University
C. P. A., State of Connecticut
Public Accountant

WILLIAM R. GALL, *Machine Design*
B. S. in M. E., University of Tennessee
Yale University

PAUL S. GATES, *Accounting*
Ph. B., Yale University
Treasurer, C. Cowles & Company

RICHARD G. GETTELL, *Financial Management*
A. B., Amherst College
Instructor in Economics, Yale University

FORREST R. HUGHES, *Architectural Drawing*
B. S., C. E., University of Missouri
Assistant Professor of Engineering Drawing, Yale University

SELDON B. HUMPHREY, *Social Psychology*
M. A., Defiance College
Ph. D., Yale University

WILLIAM E. INGERSON, *Electricity*
Ph. D., Yale University
A. B., Simmons University
M. Eng., Yale University
Engineer, Bell Laboratories

FREDERIC W. KEATOR, *Power Plants*
B. S., University of Washington
M. S., in M. E., M. E., Yale University
Assistant Professor of Mechanical Engineering, Yale University

CARL R. KOSSACK, *Mathematics*
B. S., M. A., Yale University
United States Post Office

ALBERT J. LAWLESS, *Air Conditioning, Senior Problems*
M. E., Stevens Institute of Technology
Member of firm and consulting engineer, Hubbard, Rickerd & Blakeley

HENRY W. LITTLEFIELD, *Social Problems*
B. S., M. A., New York University
Yale University

MANSON F. MCCORMICK, *Accounting*
B. A., Stanford University
Yale University

EGBERT J. MILES, *Mathematics*
Ph. D., University of Chicago
Associate Professor of Mathematics, Yale University

JOHN T. POHLMAN, *Building Equipment, Industrial Management*
R. S., Brown University
Registered Engineer
Superintendent of Construction, Dwight Building Company

MARCUS ROBBINS, *Accounting*
C. P. A., New York State
Yale University

THOMAS ROBERTSON, *Mechanical Drawing*
Pratt Institute
Engineer, Westcott & Mapes, Inc.

GEORGE H. E. SMITH, *Economics*
M. A., L. L. B., University of Michigan
Assistant Professor, Department of International Relations, Yale University

GEORGE R. TIERNAN, *Law*
B. A., Yale University
LL. B., Cornell University
Attorney at Law

A. J. WARREN, *Mechanics, Engineering Problems, Mathematics*
B. S. in M. E., Connecticut State College
Yale University

ROLFE A. WESTON, *Accounting*
A. B., Dalhousie University
C. P. A., State of Connecticut
Public Accountant

EVERARD M. WILLIAMS, *Electricity*
B. E., Yale University
Yale University

JAMES L. WILSON, *English*
B. A., University of Oklahoma
Yale University

FRED L. YOUNG, JR., *Mechanical Drawing*
B. S., Pennsylvania State College
Yale University

REYNA ULLMAN YOUNGERMAN, *Drawing and Painting*
B. F. A., Yale Art School

FACULTY OF PRE-COLLEGE DEPARTMENT

EVERETT A. CHISHOLM, *Mathematics*
B. A., Dartmouth College

MELBOURNE J. GALLUP, *Social Science*
B. S., University of Vermont

ALBERT C. MERRIAM, *Mathematics*
B. A., Wesleyan University

WELTON D. PARKER, *Business Mathematics*
B. S., Rutgers University

PERRY D. SCRIVNER, *English*
A. B., Birmingham Southern College
M. A., Yale University

LECTURERS

HERBERT W. BEST, *Senior Problems*
M. E., Yale University
Assistant Professor of Mechanical Engineering, Yale University

ALLEN HUBBARD, *Senior Problems*
Ph. B., Yale University
Member of firm, Hubbard, Rickerd & Blakeley

WRIGHT H. MANVEL, *Senior Problems*
B. S., Worcester Polytechnic Institute
Industrial Engineer, General Electric Company

ASSISTANTS

GEORGE J. CONKLING
A. S., New Haven Y. M. C. A. Junior College

STANLEY DURFEE
A. S., New Haven Y. M. C. A. Junior College

ROBERT C. KEPPEL
A. S., New Haven Y. M. C. A. Junior College

JAMES M. LAWRIE, JR.
B. S. in M. E., University of Wisconsin

JOHN M. RAMSDELL
A. S., New Haven Y. M. C. A. Junior College

BRYCE T. RULEY
B. A., Yale University

PAUL R. TRUMPLER
B. S., Lafayette College

COLLEGE PHYSICIAN

CLIFFORD KUH
M. D., Yale University
Dr. P. H., Yale University

New Haven
Y. M. C. A.
Junior College

HISTORY AND DEVELOPMENT

In response to the interest and demand for educational courses in the period following the termination of the World War the Young Men's Christian Association of the City of New Haven organized vocational courses under its educational department. When it became apparent that this desire for adult education was a permanent trend, an educational program was organized in 1920 as the New Haven Division of Northeastern University and continued as such for six years. In 1926 the officials of the New Haven Young Men's Christian Association were granted permission by the state to incorporate the institution as New Haven College. In 1935 the New Haven College program of studies in Engineering, Accounting and Business Administration was accredited by legislative act of the State of Connecticut and authority granted to confer the Associate in Science degree. The institution is now known as the New Haven Y. M. C. A. Junior College. During the nineteen years of its growth the college has developed two major departments—the Engineering Department, and the Department of Accounting and Business Administration, and two other departments, one offering unit courses of a college level, the other offering additional preparation for admission to college.

FUNCTIONS AND PROGRAMS OFFERED

The programs of study offered by New Haven Y. M. C. A. Junior College have been designed to meet the varying needs of men and women in business and industry. Study in the engineering field is focused on the work of the engineer rather than the technical skills of the tradesman. Similarly, in the business program attention is directed to the work of the accountant and the administrator instead of that of the clerk and office assistant. In all courses the attempt is to furnish a background for creative enterprise rather than drill in specific technical routines. The work, which requires a four-year period of evening study, presents the basic program of similar courses of study offered in a standard day college.

The Department of Accounting and Business Administration offers courses that are of interest both to the high school graduate who is planning to enter the business field and to men and women already in business who feel the need for bringing their methods up-to-date.

The Engineering Department offers technical courses designed to give an adequate background in theoretical work. It also supplies a variety of practice and experimentation in the operating and testing of machinery and apparatus for manufacturing, building, power and transportation purposes. Through this instruction, correlated with class work, the student obtains an appreciation of the possibilities and limitations which determine efficient design, production and management in industry.

The Extension Department is organized for those students desirous of carrying a limited program of unit courses of a general or liberal arts nature.

Upon consultation with the Director, students may be permitted to choose a limited number of their elective courses from fields outside of the one in which they are specializing.

The college reserves the right to withdraw courses for which there is insufficient enrollment.

FOUR-YEAR PROGRAMS OF STUDY

Four-year programs of study are offered in the fields of:

Accounting

Business Administration

Mechanical Engineering

Electrical Engineering

Building Construction Engineering

The time required to cover the subjects listed in these four-year programs may be shortened by (1) carrying additional hours, (2) attending summer school classes at an approved college offering similar courses, (3) establishing advanced standing as a result of having completed approved courses in other institutions.

Classes meet in the evening from 7:15 to 9:35.

UNIT AND EXTENSION COURSES

There are many cases where the pursuit of a single course of study may be of considerable value. Accordingly, provision has been made whereby a student, if qualified, may enroll in unit courses.

LIBRARY FACILITIES

A library of reference and miscellaneous works is housed in Room 114 of Winchester Hall.

Students may use the Yale University Library upon payment of the usual fee charged for this service to those not enrolled in the University.

Attention is called to the resources of the New Haven Public Library and its branch libraries about the city.

CO-OPERATION OF YALE UNIVERSITY

The steady development of the program of the college is due to several factors, chief of which are the merits of the program offered and the generous co-operation of Yale University. All classes are held in various buildings of the Sheffield Scientific School. Laboratories, recitation and study rooms are made available for the use of the students of the college in the Dunham Laboratory of Electrical Engineering, Winchester Hall, Sheffield Administration Building, and North Sheffield Hall.

The faculty of New Haven Y. M. C. A. Junior College is composed of men selected in part from the faculty of Yale University and in part from the industrial, commercial and educational life of New Haven. The college has also benefited by the valuable counsel and suggestions of the officials of the Sheffield Scientific School who have taken a sympathetic interest in the program and work of the college.

RECOGNITION

The College is approved by the Department of Education of the State of Connecticut, and by The American Association of Junior Colleges. It is also recognized by other colleges and universities. This recognition is important both to the student who continues his education after completing the junior college program and to the student who finds it necessary to transfer before finishing his course.

Recognition of the value of the program to industry is evidenced by the number of men and women who are attending classes upon the recommendation of their employers. This encouragement is emphasized in some industries by a definite policy of assuming a portion of the tuition costs incurred by employees. Further recognition is given through the apparent willingness of industry to rely upon graduates of the College for major responsibilities.

COMMUNITY RESOURCES

New Haven Y. M. C. A. Junior College is particularly fortunate to be located in a center which is rich in a variety of resources. Every attempt is made to utilize these resources by field and inspection trips. Speakers on special subjects are secured to bring to the students actual practice as it is being carried on.

REGISTRATION

Formal application for admission must be made through personal interview with officers of the administration not later than September 23. Last year the College enrolled a total of 476 men and women, and although there are no limitations to the number admitted, registrations are closed several days before the opening of school to allow time for establishing the required number of sections. To make it possible for the instructors to give individual attention to each student, the number of men and women in each section is held within an established maximum.

ADMISSION

The college accepts for admission any man or woman, regardless of color, race, or creed, who is able to qualify by previous education.

Minimum standards of achievement in previous educational work conform to the general policy of college certification. However, in considering the qualifications of an applicant, emphasis is placed on success in high school subjects that are particularly essential for the type of work which is to be followed in college. For example, one of the prerequisites for admission to the Department of Engineering is a good foundation in mathematics and science.

In instances where it is felt that the student is not adequately prepared to carry college work in the department of his choice, additional pre-college preparation may be required. This may be obtained through the pre-college department of the college or in any other approved preparatory or secondary school. At the completion of the recommended pre-college preparation an applicant may again present his credentials for appraisal.

At the time of admission attempts are made to discover the interests and needs of the individual student in order that his program of studies may be so arranged as to permit the greatest possible progress and achievement. For this reason a personal interview is required before admission can be approved.

Candidates seeking admission as regular students eligible for a degree must be graduates of a high school or preparatory school and must present fifteen approved units of high school work, as follows:

For Admission to the Department of Engineering:

English	3 units
Algebra	2 units
Geometry	1 unit
Physics or Chemistry	1 unit
Additional academic subjects, not less than	5 units
Vocational subjects, not more than	3 units
	15 units

For Admission to the Department of Accounting and Business Administration:

English	3 units
History and Social Science	2 units
Mathematics	1 unit
Additional academic subjects, not less than	4 units
Vocational subjects, not more than	5 units
	15 units

Under exceptional circumstances admission may be arranged on a conditional basis.

Students are admitted as unclassified when they do not desire to work for a degree, but wish to take special courses which in the judgment of the Administration they are qualified to pursue.

Students who strongly desire to pursue a four-year curriculum, but are unable to qualify, rather than seek admission as unclassified students, are urged to remove their deficiencies by further preparatory study.

Credit for advanced standing may be given for work completed in other approved colleges and universities, if such work is similar in content and character to corresponding courses in New Haven Y. M. C. A. Junior College.

HEALTH EXAMINATIONS

A health examination by the College physician is required of all students upon admission to the College. After the first year the privilege of an annual examination is extended to those desiring it. A fee of $2, which is payable to the College when the application for admission is presented, is charged to defray part of the cost of the examination; the balance of the expense is met by the College.

If treatment is found necessary, the student is advised to consult his family physician. In cases where the need for x-rays or tests not included in the general examination is indicated, they are recommended and a nominal charge is made.

Appointments for the examination are made through the College office.

INDUCTION OF NEW STUDENTS

In order that new students may have an opportunity to become acquainted early in the year with their fellow-students and faculty members, and learn something of the student activities at the College, a freshman outing is held early in October. A program including sports, out-door cooking and informal discussions conducted by student council members on various phases of student life provides an opportunity for new students to make the contacts and secure the information needed to insure a good start in the college program.

Throughout the year, the orientation committee of the Student Council functions with the administration in sponsoring programs and making available information intended to facilitate the social and educational adjustment of all students.

RESPONSIBILITY OF STUDENTS

Students are requested to notify the office of the Director immediately of:

1. Change of address.
2. Inability to attend one or more classes or to do the work in these classes on account of illness, change of place of work, or of working hours.
3. Inability to meet tuition payments.

The school disclaims all responsibility for difficulties that may arise through the failure of students to comply with these requests.

FEES

MATRICULATION FEE:

A matriculation fee of $3 is required of every student. This fee is payable but once and covers all subsequent registrations. The fee is not returnable.

Exception may be made for a student not desiring credit or the recording of marks for the quality of work done. In such cases a student will not be permitted to take examinations.

HEALTH EXAMINATION FEE:

A fee of $2 is required of all entering students who are registered for more than one subject. This fee is applied toward the cost of the health examination. This same charge is also made of returning students who desire an annual examination.

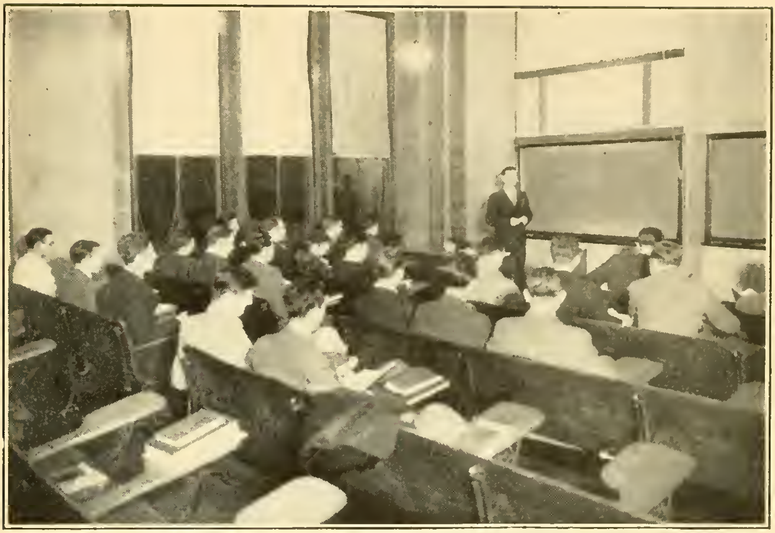
TUITION:

For a regular three-course student, the maximum cost for a year, including tuition, books, materials, and laboratory fees should approximate $125.00.

The schedule of tuition fees for a single semester is as follows:

	One Semester	
	If paid in advance	*If paid in installments*
Three subjects (regular curriculum)	$52.00	$55.00
Two subjects	40.00	42.00
One subject	20.00	21.00
Four subjects (by special arrangement)	68.00	71.00

If students pursuing more than one course pay their tuition for the year in advance, a slightly lower rate is allowed.



Law Class — Department of Accounting

Class in Electrical Laboratory

Tuition paid on the installment plan is due on the following dates:

First Semester		Second Semester	
September	27	February	7
November	1	March	1
December	1	April	1
January	2	May	1

In the event of withdrawal from college because of illness, a change in working hours necessitating evening employment, or removal from the community, tuition cancellations will be made as of the first of the following payment period. Tuition refunds to those paying in advance will be made on the basis of deferred payment charges.

All students whose applications have been accepted will be considered members of the College and liable for tuition, until they have notified the office in writing, or in person, of their intention to withdraw.

SPECIAL FEES:

A fee of $10.00 is charged for conferring a degree.

A fee of $1.00 is charged for each special or make-up examination.

STUDENT FEE:

The Student Council authorizes each year the collection of a fee of $1.00 from each student in order to maintain the "News", the school newspaper, and to provide funds for the operation of scheduled student activities.

STUDENT LOAN FUND

A loan fund available to worthy students is maintained in the College. Application for aid from this fund should be made to the Director.

SCHOLARSHIPS

The Foremen's Club of New Haven annually appropriates a fund to be used to aid employees of industrial firms of New Haven to further their education. From two to four scholarships are awarded each year.

A General Scholarship Fund amounting to four hundred fifty dollars a year is available annually.

These scholarships are awarded to students who apply and who present qualifications which merit consideration. The original application should be prompted by need and ability to profit from the courses to be followed.

STUDENT RECORDS

Cumulative records are maintained for each student during the period of his attendance at the college and kept on file thereafter. They include the following data:

1. Complete information regarding the previous education of each student.
2. Personal qualities. Information of this type is assembled confidentially as a means of assisting each student toward obtaining greater academic and vocational achievement. Every student is appraised once each year by his instructors with respect to the following traits: general appearance, esteem of his classmates, enthusiasm, coöoperation, self-reliance, logic of thought, thoroughness, and persistence.
3. College activities. A complete record of each student's participation in the extra-classroom activities of the college is kept and used in recommending the student.
4. Grades. The following system of grading is in use, and except where otherwise specified, applies to both examinations and term work.

A	90-100 inclusive	Superior work
B	80- 89 inclusive	Good work
C	70- 79 inclusive	Fair work
D	60- 69 inclusive	Lowest passing grade
F	below 60	Condition
FF	Indicates that the course must be repeated	
Inc.	(Given only when the student, for some good reason, such as protracted illness, has not completed all of the required work of the course.)	

Grades are issued four times a year; at the middle and end of each semester.

Students are expected to achieve a C average for any one year's work before advancing into the succeeding year.

In order to receive credit in a course for the semester the student must not have over four absences in courses meeting once each week or over eight absences in courses which meet twice each week. Exception is made when illness is the cause of absence.

GRADUATION REQUIREMENTS

Completion of a four-year curriculum of sixty semester hours is necessary for graduation. At least one full year's work of fifteen semester hour credits must be completed in the college, irrespective of the amount of credit earned in other institutions

DEGREES

The Associate in Science (A.S .) degree is awarded upon the successful completion of one of the curricula in the departments of Engineering, and Business Administration and Accounting. The authority to award this degree was granted by a legislative act of the State of Connecticut. This degree is recognized as the proper designation for an approved technical or scientific course pursued for sixty semester hours.

ALUMNI ASSOCIATION

The Alumni Association holds four regular meetings during the school year. A concise business session precedes a planned program, which is followed by an informal social hour. Several social events are held during the year: a smoker, an outing, and one or two dances. Each year an award is made by the Alumni Association to the highest ranking senior of each of the Engineering and Business Administration Departments.

ATHLETIC ACTIVITIES

PHYSICAL PRIVILEGES:

Male students are given physical privileges in the New Haven Y. M. C. A. without cost. Regular students enjoy full privileges. Limited use of the physical equipment is permitted to special students.

BOWLING:

The various departments have bowling teams which are organized into a league. A silver trophy is presented to the winning team.

SWIMMING:

During the winter weeks many students organize for informal competition in indoor sports at the Y. M. C. A. The pool attracts those interested in swimming and life saving. Others form squads for basketball games in the gymnasium one evening a week. Still others play weekly matches for position on a handball ladder.

TENNIS:

An annual tennis tournament is conducted with entry open to all college students.

GOLF:

Golf shares a part in the physical program during the spring months. The golf tournament, held in May, is the culmination of this activity.

STUDENT ACTIVITIES

The athletic and social activities are under the supervision of the Student Council. This Council is a body of students elected each year as representatives of the Accounting and Business Administration, Engineering, and Pre-College Departments.

STUDENT ASSEMBLIES:

A program of assemblies is arranged by the Assembly Committee. Speakers are men from the business and professional life of New Haven.

THE NEWS:

The "News" is a monthly newspaper published in the interests of the students, and distributed to all students, and alumni. Membership on the reporting staff is open to the student body at large.

THE ENGINEERING HONORS CLUB:

This organization is composed of those students in the various classes of the Engineering Department, who qualify by maintaining a scholastic average of "B" or better. Members must maintain the required scholastic average to hold their membership.

The Club holds monthly meetings at which speakers present for discussion subjects of interest in the field of engineering. Inspection trips through industrial plants are also scheduled by the Club.

BUSINESS ADMINISTRATION CLUB:

Membership in the Business Administration Club is open to the students in the Department of Accounting and Business Administration. The club usually meets at the dinner hour for a discussion of subjects of interest to the student planning to enter business. Representatives from business and industry are invited to participate in the program which is conducted by a student leader.

GLEE CLUB:

The Men's Glee Club has been organized with membership open to the student body. Application for admission may be made to the director of the Glee Club. Several programs are conducted during the year through personal appearances and through radio broadcasting.

AGORA CLUB:

The Agora Club is an organization composed of those who have completed a Public Speaking course in this institution. The club is self-operating and serves as a means by which members may continue to develop their ability to speak in public.

DEPARTMENT OF ACCOUNTING AND BUSINESS ADMINISTRATION

In the Department of Accounting and Business Administration the A. S. degree is given at the completion of the four-year programs in Accounting and Business Administration. The first year of these programs is identical, making it possible for the student to delay his choice of a major until the end of his freshman year. The courses offered in the freshman year are designed to give the student a thorough background upon which to build his more specialized study.

THE ACCOUNTING COURSE. This course has been carefully outlined to provide the accounting theory and legal knowledge required of those who are planning to take the state examinations for the degree of Certified Public Accountant. It also offers the technical knowledge and related background required of those who wish to qualify as auditors, treasurers, controllers and other similar positions in either public service or private business corporations where thorough accounting training is a requisite.

Individual conferences will be arranged through the college office for those students who are uncertain as to their aptitudes for this work or who wish to discuss the particular contributions of this course to their vocational choices.

THE BUSINESS ADMINISTRATION COURSE. With the tremendous growth of business, both in size and complexity, it has become extremely difficult for a young man to advance very far in an organization without a sound training in the fundamental principles of business. At the same time, the opportunities for him to learn the underlying principles of commerce, finance and administration by beginning in a minor position and working his way up in an organization are rapidly decreasing.

The curriculum in business administration offers a systematic program of studies in the major areas of business activity as a broad foundation to those who aspire to positions of leadership and responsibility.

Opportunities are being provided in this department for students to explore or extend vocational interests and plans by carrying work on an individualized basis in any of these broad areas.

DEPARTMENT OF ACCOUNTING AND BUSINESS ADMINISTRATION

FIRST YEAR

First Semester	*Second Semester*
Business Law	Business Law
English	English
Elementary Accounting	Elementary Accounting

SECOND YEAR

First Semester	*Second Semester*
Business Law	Business Law
Corporation Accounting	Corporation Accounting
Economics	Economics

THIRD AND FOURTH YEAR

Social Problems are required of all students in the third year. The remainder of the curriculum is made up of subjects chosen from the major field and general electives.

REQUIRED COURSES IN MAJORS

Accounting	*Business Administration*
Auditing	Financial Management
Cost Accounting (A 7-8)	Marketing
Junior Accounting Problems	Sales and Advertising
Income Tax Procedure	Cost Accounting (A 77)
C. P. A. Problems	Public Speaking

Electives may be chosen from any courses offered in the Department of Accounting and Business Administration. With the approval of the administration a limited number of electives may be chosen from courses offered in other departments of the institution.

DEPARTMENT OF ENGINEERING

The degree of A. S. is given in the Department of Engineering at the completion of any one of the four-year programs in Electrical Engineering, Mechanical Engineering, and Building Construction Engineering. The freshman year is common to all of these programs. Courses considered essential for the development of general qualities and abilities needed in all branches of engineering are included in each of the engineering curricula. Other courses are offered to provide special training in the technical requirements of the particular branch of engineering. An outline of courses is shown on page 25.

ELECTRICAL ENGINEERING:

The object of this course of study is to provide a broad general training in the fundamental principles and methods which underlie the whole field of electrical engineering. Elective study in fields outside of electrical engineering is provided. Classroom and laboratory exercises are held in Dunham Laboratory of Electrical Engineering at Yale University, which is well equipped with power machinery, measuring instruments, and apparatus for the study of electrical circuits and electronic phenomena.

MECHANICAL ENGINEERING:

The program in mechanical engineering prepares men for designing various types of machinery and mechanical equipment for analyzing and planning mechanical processes. Laboratory work is integrated with other phases of class procedure as it may be found appropriate to the subject matter. Training is provided in both the technical and administrative work in the mechanical or manufacturing industries.

BUILDING CONSTRUCTION ENGINEERING

The course in building construction prepares men in the design and construction of modern buildings. It provides basic and practical knowledge of technical problems of methods, materials, and design as a foundation for work of responsibility in the field of construction.

Students on Inspection Trip

Group Project in Art Class

DEPARTMENT OF ENGINEERING

FIRST YEAR

First Semester	*Second Semester*
English	English
Trigonometry	Algebra
Engineering Problems	Engineering Problems

SECOND YEAR

First Semester	*Second Semester*
Differential Calculus	Integral Calculus
Mechanics	Mechanics
Elective	Elective

THIRD AND FOURTH YEARS

Strength of materials is required of all students in the third year. The remainder of the curriculum is made up of subjects chosen from the major and general electives.

REQUIRED COURSES IN MAJORS

Electrical	*Mechanical*
Electricity (EE 1-2)	Mechanical Drawing
Electricity (EE 3-4)	Machine Design (D 5-6)
Electricity (EE 5-6)	Machine Design (D 7-8)
Power Plants	Power Plants
Senior Problems	Senior Problems

Building Construction

Architectural Drawing (D 9-10)
Architectural Drawing (D 11-12)
Architectural Design (D 13-14)
Building Equipment
Building Construction

Electives may be chosen from any courses offered in the Department of Engineering. With the approval of the administration a limited number of electives may be chosen from courses offered in other departments of the institution

UNIT COURSES OFFERED

The following is a classified list of the subjects included in the various programs of study. Included in the list are certain subjects which will be offered in any given semester, upon the condition of a satisfactory enrollment. Properly qualified students may enroll for any unit course.

Accounting (pp. 27-29)

- Auditing
- C. P. A. Problems
- Corporation Accounting
- Cost Accounting
- Elementary Accounting
- Federal Income Tax
- Junior Accounting Problems

Building Construction (p. 30)

- Building Construction
- Building Equipment

Business Law (pp. 30-31)

- Law of Contracts and Business Associations
- Law of Debtors; Decedents' Estates; Deeds and Mortgages
- Law of Sales and Commercial Papers

Drawing and Design (pp. 31-32)

- Architectural Design
- Architectural Drawing
- Machine Design
- Mechanical Drawing

Economics and Sociology (pp. 33-34)

- Elementary Economics
- Financial Management
- Industrial Management

Economics and Sociology (Cont.)

- Marketing
- Personnel Administration
- Sales and Advertising
- Social Problems

Electricity (pp. 34-35)

- A. C. Circuits and Machinery
- A. C. Machinery
- D. C. Circuits and Machinery
- Industrial Applications of Electricity

Engineering Mechanics (p. 35)

- Mechanics
- Strength of Materials

English (p. 36)

- English
- Public Speaking

Mathematics (pp. 36-37)

- Algebra
- Differential and Integral Calculus
- Trigonometry and Logarithms

Projects (pp. 37-38)

- Air Conditioning
- Engineering Problems
- Power Plants
- Senior Problems

Psychology (p. 38)

- Social Psychology

DESCRIPTION OF COURSES

ACCOUNTING (A)

ELEMENTARY ACCOUNTING (A 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course covers the following: Scope of accounting; importance and purpose of accounting; financial statements; theory of accounts; business papers; books of original entry; columnar records; controlling accounts; ledger posting and trial balance; preparation of advanced form of statements; closing of books; adjustment entries; mixed accounts; depreciation; accruals; deferred items; reserve accounts; capital versus expense charges and partnership accounting with set.

During the second semester some time is devoted to corporation accounting; classes of stock; organization procedure; opening entries for common stock, preferred stock, and treasury stock purchased or donated; corporate records and the operation of the voucher system.

CORPORATION ACCOUNTING (A 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

During the first semester of this course the subject is developed around the form and content of the corporation balance sheet and the problems that arise in connection with its construction and interpretation. Emphasis is placed upon the preparation of the profit and loss statements, balance sheets, and schedules incident thereto. Due consideration is given to the depreciation problem, knowledge of which is important when determining the proper valuation of the fixed assets.

Such subjects as consignments, installment sales and funds and reserves are introduced during the second semester, followed by selected problems in the preparation of comparative statements and statements of application of funds. The study of balance sheet ratios and profit and loss analysis finally gives the student an opportunity to visualize the results which the statements of the accounting period reflect and to test his accounting knowledge built up during the year.

Prerequisite, Accounting 1-2.

CORPORATION ACCOUNTING (A 33-44)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course in advanced accounting differs from A 3-4 in that it is intended to meet the particular needs of those students of business administration who will utilize their accounting knowledge as a tool of management rather than as a technical skill. The interpretation and use of accounting data are, therefore, emphasized in this course while the bookkeeping aspects of the various topics considered are limited and, in some cases, omitted.

The course includes an analysis of the functions of accounts that are peculiar to corporations, the general handling of corporate accounts, and the special problems that arise from capital stock transactions, surplus and dividends. In the second semester complete financial statements are discussed, consideration is given to problems of income and valuation, and emphasis is placed on the analysis and interpretation of financial statements from an operating and investing viewpoint.

Prerequisite, Accounting 1-2.

JUNIOR ACCOUNTING PROBLEMS (A 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Accounting problems are selected in the following subjects: partnership; insurance; the statement of affairs; receivers' accounts; realization and liquidation statements and accounts; home office and branch office accounting; parent company and subsidiary accounting, consolidated balance sheets and profit and loss statements; consolidations, mergers and financing; and accounting for estates and trusts. The theoretical principles illustrated by these problems are reviewed. The way is paved for the more difficult and complex problems required by the C. P. A. examinations.

Prerequisite, Accounting 3-4.

COST ACCOUNTING (A 7-8)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The first semester is devoted to building up thoroughly the ground work of cost accounting principles. A complete outline is given of the two best known cost accounting systems, Job Order and Process Systems, supported by various selective problems. During the final semester special emphasis is given to theory surrounding application of standard costs. The latest developments in the theory surrounding application of standard costs are brought out.

Prerequisite, Accounting 3-4.

COST ACCOUNTING (A 77)

Two and one-half hours a week throughout one semester. Credit, 2½ semester hours.

This course is intended for students of business administration. It differs from Cost Accounting (A 7-8) in that it is organized to give only a basic picture of cost accounting procedures, and makes no attempt to develop a thorough skill in the technicalities of a cost accounting system. The approach is from the interpretative rather than the manipulative point of view.

Prerequisite, Accounting 33-44.

AUDITING (A 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course includes a consideration of the problems arising in the practice of the professional accountant, particularly with reference to balance sheet and detailed audits. Relationship with the client, the working papers, the audit procedure and program, the accounting principles, the preparation of the report, the ethics of the profession, the procedure to disclose fraud and defalcations, are studied and discussed.

The work of the course will include the study of a textbook and the working of a laboratory set for an audit of a textile manufacturing company. Refinements and changes in audit procedure, resulting from advances in the profession and from criticisms and requirements of such governmental bodies as the Securities and Exchange Commission are included.

Prerequisite, Accounting 5-6.

FOURTH YEAR ACCOUNTING AND C. P. A. PROBLEMS (A 11-12)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is a continuation in general accounting, and includes short courses in Estates and Trusts, Foreign Exchange, Brokerage Accounting and Municipal Accounting. It includes working out and discussing a selection of a wide variety of C. P. A. Problems from examinations of State Boards and the American Institute of Accountants, some of which are worked out under examination conditions. The manner in which to prepare for a State Examination for a C. P. A. Certificate and to approach the examination, and the requirements a candidate has to meet before he is permitted to take the examination are discussed.

Prerequisite, Accounting 5-6.

FEDERAL INCOME TAX (A 13-14)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course embraces a practical application of the principles of the Federal Income Tax Law to concrete situations. The problems include the preparation of corporation, fiduciary, partnership and individual tax returns; claims for refunds, credit and abatement; the Social Security; and proper accounting procedure for tax records.

BUILDING CONSTRUCTION (B)

BUILDING CONSTRUCTION (B 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The chief aim of this course is to give the student a clear understanding of the fundamental principles which form the ground-work of construction, plan reading and estimating. It is divided into three parts, namely; foundations, superstructure and interior finishes. Practical problems relative to each part are presented for discussion in the classroom and later the actual solutions are observed in the field. A study of building materials, field methods, and present day practice includes the design of concrete and steel members such as beams, slabs, columns, and footings.

BUILDING EQUIPMENT (B 3)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course provides training in the general principles underlying the design, construction, installation, and operation of mechanical equipment of buildings. It includes a study of steam heating systems, mechanical and gravity ventilating systems, elevators, and mechanical refrigeration. The use of equipment complimentary to the foregoing subjects such as pumps, motors, and thermostatic control systems is discussed. Practical problems are presented in class, and later the actual use of the various types of apparatus is observed in the field.

BUSINESS LAW (L)

LAW OF CONTRACTS AND BUSINESS ASSOCIATIONS (L 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Contracts and agency will involve a study of the formation of contracts, capacity of parties, offers and modes of acceptance and other requisites; performance of contracts, conditions upon duty to perform, and discharge. The appointment of agents, and the creation of agency; the employment contracts; power of agent to bind his principal in dealings with third parties; duties of agent and principal to one another.

Business Associations will involve the law relating to the formation and operation of the unusual types of business organizations; the rights and liabilities of partners among themselves and their relations to third parties; dissolution of partnerships; limited partnerships; the business trust; promotion and organization of corporations; the conduct of corporate affairs in their relation to the rights of stockholders and creditors.

LAW OF SALES AND COMMERCIAL PAPERS (L 3)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

The study of sales involves a detailed consideration of the laws governing the rights of parties engaged in the transfer of personal property. This covers questions of title, risks assumed, rights of creditors, expressed and implied warranties, buyers' and sellers' remedies.

The study of negotiable instruments involves an examination of checks, notes and bills of exchange, using as a basis the Negotiable Instruments Law.

LAW OF DEBTORS; DECEDENTS' ESTATES; DEEDS AND MORTGAGES (L 4)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course deals in detail with the National Bankruptcy Act. It includes a consideration of the various forms of security of which a creditor may avail himself, and of attachments and garnishee process. The course also deals with the laws governing wills and intestacy, probate procedure, real property, rights, deeds and mortgages.

DRAWING AND DESIGN (D)

MECHANICAL DRAWING I (D 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is an elementary course in Mechanical Drawing designed to teach the use of instruments, the fundamental principles of projection, drafting room standards and conventions, lettering, selection and use of scales, orthographic projections, revolutions, developed surfaces, intersections and auxiliary views, and the making and dimensioning of complete working drawings of simple machine parts.

MECHANICAL DRAWING II (D 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is designed to develop the student's ability to visualize the assembly of machine parts. The work covers a review of the fundamentals of drafting, additional theory of orthographic projections and perspective sketchings, the making of detail and assembly drawings of simple machines involving the use of simple screw gear and lever mechanisms.

Prerequisites, D 1-2.

ELEMENTARY MACHINE DESIGN (D 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The analysis and design of such elements as fastenings, bearings, gears, shafts, clutches, pulleys and cams. Some machine parts are studied from the standpoint of kinematics, and their motions are analyzed.

Prerequisites, Drawing 1-2, Mathematics 2.

ADVANCED MACHINE DESIGN (D 7-8)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The elements of machine design studied in the first year are unified in the complete design, by each student, of a punch press or other machine. Advanced problems, such as balancing and critical speeds, are considered the latter part of the year.

Prerequisite, Design 5-6.

ARCHITECTURAL DRAWING (D 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

An elementary course in the fundamentals of architectural drawing including the practice in architectural lettering, geometrical construction, perspective drawing and the Orders of Architecture. House plans and elevations, details of practical framing and details of stairways, etc., are also included. Emphasis is placed upon the quality of drafting.

ARCHITECTURAL DRAWING (D 11-12)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is a continuation of the elementary architectural drawing work. It aims to prepare the student in the more elementary principles of architectural design. Several Class "B" and "C" Beaux-Arts Institute of Design programs are assigned from which preliminary free-hand sketches are prepared and final drawings made.

Prerequisite, D 9-10.

ARCHITECTURAL DESIGN (D 13-14)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

A course dealing with more advanced architectural composition and design. Preliminary and final drawings are made from one or more Class "A" Beaux-Arts programs. Practice is given in pencil, ink, and wash rendering of competition drawings.

Prerequisite, D 11-12.

ECONOMICS AND SOCIOLOGY (Ec)

Economics (Ec 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Economics takes for its field the study of principles, institutions and practices by which people gain a livelihood. The course consists of a brief survey of economic history; a study of the institutions through which economic activties are carried on; and a detailed examination of the principles and processes bearing upon production, exchange and consumption, both in relation to the individual enterprise and to society at large.

Financial Management (Ec 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course deals with the problems that face persons designing the financial policies of a business. Particularly from the point of view of management of the business of moderate size, analysis is directed toward methods of raising funds, types of securities used by corporations to achieve particular results, and problems of expansion. It is expected that this material will be of value not only to those now in active business management but also those desiring understanding of the work of their superiors. Some attention is given as well to management of personal finances and the nature of securities as investments.

Social Problems (Ec 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is designed for mature students who may feel the need for a better understanding of present day social trends, social problems, and social programs. Much emphasis is placed upon two chief objectives: (1) to develop a critical, reliable technique of thinking through present day problems; (2) to understand fully the facts and arguments behind all proposals for social reform. Problem areas considered in the course include the family, population changes, health, labor, conservation, agriculture, housing, crime, education, international relations, private capitalism, fascism, communism, and socialism.

Industrial Management (Ec 7)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course deals particularly with directing the application of the forces of labor and machinery to materials for the efficient production of a commodity. The following subjects are considered: Industrial organization, types of organization and departments, buildings and equipment, planning the production, handling of materials, inventory records, production control, labor management, the foreman, wages and incentives, the cost department, planning department. Practical problems are presented for discussion in the classroom. The influence of contemporary legislation and labor conditions upon industry is emphasized.

PERSONNEL ADMINISTRATION (Ec 8)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

A study of progressive employee-employer relationship. This includes procedures in interview, selection and training of employees, applications of industrial psychology, occupational classification methods, working conditions and labor turnover, hours and wages, workers' security and relations between labor unions and management.

MARKETING (Ec 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course deals with the principles and problems involved in the distribution of merchandise. There is a study of the basic structure of markets and the functions of assembling, grading, storing, financing, and transporting goods. A study is made of techniques utilized in marketing analysis.

SALES AND ADVERTISING (Ec 11-12)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is designed to teach the fundamental principles of sales methods. It covers a thorough understanding of the importance of "knowledge of product", pre-approach, approach, presentation, technique of sales argument, quotation procedure, demonstration methods, credit investigation, meeting sales resistance, transportation and delivery facilities, discount practice, routing, technique of close. Those at present engaged in sales work and those contemplating taking up selling as a profession will find the course of equal value.

The advertising emphasis deals with the various media used in local and national advertising programs.

ELECTRICITY (EE)

DIRECT CURRENT CIRCUITS AND MACHINERY (EE 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Fundamental theory of electric and magnetic circuits and its application to direct current machinery. The course includes laboratory work in measurements of electrical quantities and characteristics of direct current motors and generators.

ALTERNATING CURRENT CIRCUITS AND MACHINERY (EE 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Fundamental theory of single phase and polyphase alternating current circuits, instruments and measurements. Suitable laboratory work is included.

Prerequisite, EE 1-2.

ALTERNATING CURRENT MACHINERY (EE 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Fundamental principles of alternating current machinery and an introduction to the theory of electronic tubes, with emphasis on the industrial and economic aspects of their application. About one-quarter of the time is devoted to laboratory work.

Prerequisite, EE 3-4.

ADVANCED ELECTRICITY (EE 7-8)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is a continuation and an extension of the undergraduate electrical courses with emphasis on laboratory practice. Its content is standard commercial tests and precise laboratory measurements together with sufficient classroom and library study for their understanding.

The subject matter and progress is determined in a large part by the students.

Admission to the course only by permission of Mr. Bethel and Dr. Daley.

ENGINEERING MECHANICS (EM)

MECHANICS (EM 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

In the first semester: The theory and application of the principles of static equilibrium. Stress in framed structures. Center of gravity and moment of inertia. Force, man and acceleration. Friction.

In the second semester: Rectilinear and curvilinear motion. Work, power and energy. Impulse and momentum. Practical study of machine elements and problems in machine design.

STRENGTH OF MATERIALS (EM 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Theory of stress and the resistance of materials. Stress distribution in riveted joints, shafts, beams, and columns. Principal stresses. Laboratory practice in materials testing. Hardness, fatigue and impact strength. Problems in machine design and building construction.

Prerequisites, M 3-4, EM 1-2.

ENGLISH (E)

ENGLISH (E 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The aim of this course in English is to improve the student's abilities in reading, writing, speaking, and thinking.

The material chosen for reading is in the field of modern literature and is intended particularly to broaden the student's understanding of contemporary life and affairs. The writing assignments include short papers, reports, and letters. Oral discussion, vocabulary building, and speech-making receive adequate attention. In all phases of the work, proper emphasis is given to clear and accurate thinking on the part of the student.

PUBLIC SPEAKING (E 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The object of this course is to enable the student to stand on his feet and talk clearly and forcefully. It is designed to meet the needs of any person whose business or social activities require him to talk in public or to converse informally. During the entire course the student prepares and delivers his own speeches on subjects in which he is interested.

The course teaches self-confidence, the use of gestures, platform etiquette, how to prepare a speech, effective delivery of the speech, mastery of the audience, and correct English. Persons taking the course are aided by a text, class lectures, practice in speaking, and helpful criticism.

MATHEMATICS (M)

TRIGONOMETRY AND LOGARITHMS (M 1)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

The work in this course includes a study of the trigonometric functions and logarithms. Throughout the course emphasis is placed on the solution of problems arising in various branches of engineering.

ALGEBRA (M 2)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

The first few lessons of the course are devoted to a review of elementary algebra. Extension is then made to such topics as linear functions of one or more variables, quadratic functions, graphical solutions, and determinants.

Prerequisite, M 1.

DIFFERENTIAL AND INTEGRAL CALCULUS (M 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is algebraic in nature. It is designed to take up the study of changing quantities at the point left off in algebra, and is therefore presented from the rate of change standpoint. A natural way of applying the principles of calculus to physical and mechanical laws is thus obtained.

Prerequisite, M 1, M 2.

PROJECTS (Pr)

ENGINEERING PROBLEMS (Pr 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

An elementary course covering some of the fundamentals of several branches of engineering. It includes use of the slide rule, applied mathematics, and graphical methods of presentation and analysis.

The second semester consists mainly of a course in problems based on engineering principles, supplemented by discussion periods and lectures. The course serves to orient the student and helps to present a survey of the engineering profession, so that he may better understand the methods of thought and work. The aim is to develop in the student a habit of using correct methods of thinking and analysis in the solution of engineering problems.

ENGINEERING PROBLEMS (Pr 11-22)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This division of Engineering Problems is intended for students of Electrical Engineering. The content of the course includes instruction for the attainment of skill in mechanical drafting as applied to problems to be encountered in Electrical Engineering. Instruction is also given in the use of the slide rule. A portion of the second semester is given to a general survey of the various phases of engineering.

SENIOR PROBLEMS (Pr 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is a course designed for seniors in the various engineering curricula. Carefully chosen problems which involve many phases of engineering constitute the background of the course. Every attempt is made to deal with the problems in detail as they would be treated in engineering practice. Several instructors collaborate in the presentation and discussion of the various phases of the problems.

POWER PLANTS (Pr 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The course aims to acquaint the student with the equipment of power plants, fuel and combustion, characteristics of power-producing apparatus, and the recovery of waste heat. The various types of power plant apparatus are studied. While the course deals primarily with steam power, hydraulic and internal-combustion machines are also discussed.

Prerequisite, M 2.

AIR CONDITIONING (Pr 7-8) *(Graduate Course)*

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course teaches the fundamentals of heat transfer, thermodynamics, hydraulics, refrigeration and psychrometry necessary to fully understand the theory of air conditioning systems involving heating, humidification, cooling, dehumidification and ventilation. It also includes the study and proper application of all types of equipment such as fans, air washers, filters, heaters, pumps, compressors, coolers, condensers, towers, automatic control and other appurtenances as required to make up various types of air conditioning systems.

Prerequisite, advanced engineering training; admission by approval of instructor.

PSYCHOLOGY (P)

SOCIAL PSYCHOLOGY (P 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is designed for those students who desire a better understanding of human behavior and the way personality operates in a world of other personalities. A brief survey is made of the psychological foundations of individual behavior, personality and group participation, personality and subjective patterns, and the characteristics of group behavior. Efforts are made to relate the principles under consideration to problems of contemporary life. Field trips are planned during the year.

The Extension Department

AND

The Pre-College Department

THE EXTENSION DEPARTMENT

The Extension Department has been established to serve special interests which, by their nature, could best be accommodated through a program separate from the other departments of the college. Courses are organized in compliance with the requests of groups, or a sufficient number of separate individuals. In some cases there is a close correlation between these courses and the programs offered in our other departments.

Unit courses from other departments of the college may be elected by students of the Extension Department, if they are able to meet the necessary requisites of previous preparation.

ADMISSION

Students are admitted to extension courses according to their ability to profit by the instruction offered.

Classes are open to both men and women.

For data regarding Equipment, Records, Activities, and Fees, the reader is referred to pages 10 to 21 in this catalogue.

DESCRIPTION OF COURSES

GRADUATE COURSES

AIR CONDITIONING

Two and one-half hours a week throughout the year.

This course teaches the fundamentals of heat transfer, thermodynamics. hydraulics, refrigeration and psychrometry necessary to fully understand the theory of air conditioning. The course includes problems and the engineering required to design air conditioning systems involving heating, humidification, cooling, dehumidification and ventilation. It also includes the study and proper application of all types of equipment such as fans, air washers, filters, heaters, pumps, compressors, coolers, condensers, towers, automatic control and other appurtenances as required to make up various types of air conditioning systems.

Prerequisite, advanced engineering training; admission by approval of instructor.

ADVANCED ELECTRICITY

This course is a continuation and an extension of the undergraduate electrical courses with emphasis on laboratory practice. Its content is standard commercial tests and precise laboratory measurements together with sufficient classroom and library study for their understanding.

The subject matter and progress is determined in a large part by the students.

Admission to the course only by permission of Mr. Bethel and Dr. Daley.

UNDERGRADUATE COURSES

DRAWING AND PAINTING

Two and one-half hours a week throughout the year.

This class is devoted to a study of the fundamental principles and technique involved in drawing from casts of head, torso, and full length figure: study of composition; the application of various art forms; color; and still life studies.

The student is advanced as rapidly as his capabilities indicate. The more advanced work consists of still life drawing and painting; portrait drawing in charcoal and color; action sketches; advanced composition; theory of color. Special instruction is given in water-color painting and wash drawings to those who so desire. A study of the history of art is also made in connection with a series of lectures at the Yale Art Gallery.

Care is given to the personal needs of the student by critical analysis and evaluation of individual work done both in and out of class.

For those who wish to use it, the studio is open two additional evenings each week. Although no formal classes are held, the instructor visits these studio periods from time to time.

PUBLIC SPEAKING

Two and one-half hours each week throughout the year.

The object of this course is to enable the student to stand on his feet and talk clearly and forcefully. It is designed to meet the needs of any person whose business or social activities require him to talk in public or to converse informally. During the entire course the student prepares and delivers his own speeches on subjects in which he is interested.

The course teaches self-confidence, the use of gestures, platform etiquette, how to prepare a speech, effective delivery of the speech, mastery of the audience, and correct English. Persons taking the course are aided by a text, class lectures, practice in speaking, and helpful criticism.

PRE-COLLEGE COURSES

FUNCTION

The courses offered in this area are intended for students who have not completed their high school education. The primary function of these courses, however, is to supplement previous education in order to prepare for college courses in business and engineering.

FEES

The schedule of tuition fees for one semester is as follows:

	If Paid in Advance	*If Paid in Installments*
Three subjects	$50.00	$53.00
Two subjects	36.00	38.00
One subject	18.00	19.00

Tuition paid on the installment plan is due on the following dates:

First Semester		*Second Semester*	
September	27	February	7
November	1	March	1
December	1	April	1
January	2	May	1

DESCRIPTION OF COURSES

ELEMENTARY ALGEBRA

Two and one-half hours a week throughout the year.

This course introduces students to the fundamental principles of Algebra. All of the essential operations to quadratics are covered.

INTERMEDIATE ALGEBRA

Two and one-half hours a week throughout the year.

This course reviews Elementary Algebra and completes the study of the fundamental principles of Algebra through the binomial theorem. This and the preceding course are basic to the further study of mathematics.

PLANE GEOMETRY

Two and one-half hours a week throughout the year.

The five books of plane geometry are studied. Numerous original exercises are employed to stimulate the power to reason clearly and to derive logical proofs. Practical demonstrations are given, applying the useful formulas.

SOLID GEOMETRY

Two and one-half hours a week during one semester.

This course comprises the standard theorems in solid and spherical geometry. Stress is laid upon numerical exercises involving mensuration of solid figures.

TRIGONOMETRY

Two and one-half hours a week during one semester.

Trigonometry is the basic study for the accurate measurement of heights, distances, and forces; for the astronomical observation of longitude and latitude; and for higher mathematics generally.

BUSINESS MATHEMATICS

Two and one-half hours a week throughout the year.

Business Mathematics is offered primarily for those students who expect to enter the field of business administration or accounting. Emphasis is given to practical procedures utilized in calculations common to business activities. Percentages and business ratios; the construction and interpretation of charts, graphs, and business indices; and the use of the slide rule are considered. The course is so organized as to present an approach to the application of the elements of statistical method.

ENGLISH

Two and one-half hours a week throughout the year.

The course is primarily intended to deal with the present problems of a person's ability to speak and write, regardless of his preparation, and to enable him to improve progressively that ability, first, by discovering the principles on which good English is based; second, by criticizing his own writing and speaking in the light of those principles; and third, by learning practical ways of varying and improving his present style.

ADVANCED ENGLISH

Two and one-half hours a week throughout the year.

Two main objectives are pursued in this course. First, students who are well grounded in the fundamentals of written and spoken English are given advanced instruction in the unity, coherence, style, and forcefulness of their expression. Second, broader and deeper reading interests are developed through directed exploration in several fields of contemporary English literature.

SOCIAL SCIENCE

Two and one-half hours a week throughout the year.

This course affords a comprehensive introduction into the major social, economic, and political areas of modern American life. Contemporary institutions are considered in the light of (1) their historical backgrounds, (2) their present strengths and weaknesses, and (3) proposals for their improvement.